

# Annapolis Police Department



## GENERAL ORDER

**Number: N.2**

**Issue Date: April 2010**

**TO:** All Personnel

**SUBJECT:** Promotional Process

### **PURPOSE**

The purpose of this General Order is to establish policy and procedures relating to the promotion of sworn personnel to the ranks of officer first class, corporal, sergeant, and lieutenant.

### **POLICY**

The success of any organization is primarily dependant on the competence of personnel. Therefore, it shall be the policy of the Annapolis Police Department to ensure that only the best qualified personnel are promoted to positions of greater authority and responsibility. To this end, the Department will make every effort to obtain/develop and administer promotional tests, with the assistance of the City of Annapolis Human Resources Department, which are valid and fair. All elements used to evaluate candidates for sworn personnel for promotion are job related and nondiscriminatory.

#### **I. Eligibility for Promotion**

In order to be eligible for promotion to the rank of:

- A. **Officer First Class (OFC)**, any police officer who has satisfactorily completed their probationary period is eligible to test for promotion to Officer First Class. The promotional process will consist of only a written test. Officers attaining a score of 70% or better will be placed on an eligibility list, ranked by their test score.
- B. **Corporal**, an officer must have satisfactorily completed a one-year probationary period at the rank of OFC and must have passed the written test for the rank of corporal with a score of 70% or better in order to proceed to the oral interview/assessment board.
- C. **Sergeant**, an officer must have satisfactorily completed a one-year probationary period at the rank of corporal and must have passed the written test for the rank of sergeant with a score of 70% or better in order to proceed to the oral interview/assessment board.

- D. **Lieutenant**, an officer must have satisfactorily completed a one-year probationary period at the rank of sergeant and must have passed the written test for the rank of lieutenant with a score of 70% or better in order to proceed to the oral interview/assessment board.

**II. Promotional Testing**

- A. The current promotional eligibility list will be in effect for one year from the time it is posted unless extended by the Chief of Police, who may extend the list, for all ranks, for two, six-month increments. The eligibility list will not be valid for more than twenty-four months.
- B. The Chief of Police shall within 90 days after the expiration of the current list set a new date for promotional testing to begin within six months. In addition, the Chief will announce the dates of the oral board/assessment process.
- C. The Commander of the Administrative Services Division in conjunction with the City of Annapolis Human Resources Department is responsible for administering all promotional tests. The Administrative Services Division will maintain all promotional records in a secure location. Access to these records will be limited to the Commander of the Administrative Services Division.
- D. Sworn personnel will be provided with a written announcement of the promotional process which will include but not be limited to the last date by which promotional applications must be submitted, the date, time and location of the written test and oral interview/and or an assessment process.
- E. Promotional materials for all portions of the testing process will be developed from Annapolis City Code, Maryland State law, Maryland Transportation Article, city rules and regulations, Department General Orders, and other job-related texts. A list of reference materials from which the promotional materials were developed will be published with the announcement of the test, at least ninety (90) days in advance of the written test date.
- G. Promotional testing will consist of a written examination, an oral board and/or an assessment process and a personnel jacket review.

**III. Written Examination**

- A. The written examination shall be the first step in the testing process.
- B. The written test will be administered by the City of Annapolis' Human Resources Department in conjunction with the Administrative Services Section.
- C. The envelope containing the written test results shall be opened in the presence of the Human Resources Director or his/her designee, a member of the Union and the Police Chief or his/her designee. Human Resources will maintain the scores and forward a copy of the results to the Commander of the Administrative Division. The

scores shall be posted, using a previously assigned identifier, in a conspicuous manner out of the view of the public.

- D. Any candidate failing to receive a written test score of 70% or greater may no longer participate in the current promotional process.

**IV. Oral Board and/or Assessment**

- A. The oral board and any assessment process will be administered by the Administrative Services Division in conjunction with the City of Annapolis' Human Resources prior to any appointment or promotion.
- B. At least ten days prior to the oral board/assessment process, a candidate schedule will be posted. Candidates who are scheduled for the oral interview and/or assessment and fail to appear, without prior notification, within a reasonable time of their appointment, will be eliminated from the process and not eligible for promotion from the new eligibility list. Reasonable time is defined as depending on the circumstances given by the candidate who failed to appear. The Commander of the Administrative Services Division shall have sole discretion in deciding if notification was reasonable.
- C. Individuals selected as assessors or oral board members will be at least one rank above that being tested. The assessors or board members will be active members of an outside agency. Each board will consist of three (3) members. In cases where a member is not available due to unforeseen circumstances, the board may consist of two (2) members but never less.
- D. Members of the oral interview board shall be the same for all candidates for promotion to a particular rank unless an exception to a member of a board is exercised as described below.
  - 1. Candidates may challenge an assessor or board member for cause. Only one challenge is permitted for a board member or assessor by a candidate. Any challenge must be submitted in writing to the Commander of the Administrative Services Division within 3 days of the posting of the schedule.
  - 2. Each oral board member shall grade each candidate's interview and/or assessment on a 100 point scale per candidate. Each board member's total score for each candidate will be added together and divided by the number of board members to produce an Oral Interview Board score. Each Board member will sign the score sheet.
- E. Oral Boards will be either video taped or audio taped.
- F. There is no cut off score for the oral interview.
- G. Oral interview scores will be calculated by Human Resources. The envelope containing the oral/assessment test results shall be opened in the presence of the

Human Resources Director or his/her designee, a member of the Union and the Police Chief or his/her designee. Human Resources will maintain the scores and forward a copy of the results to the Commander of the Administrative Division.

**V. Personnel Folders**

- A. Personnel folders will be examined by the Commander of the Administrative Division or their designee and will score each candidate's folder as described in the scoring portion of this order.
- B. Candidates will be scored on the 12 months prior to the deadline date set for submitting an application for promotion.
- C. Candidates may review their file in the presence of the Commander of the Administrative Services Division or their designee prior to the personnel jacket review process.
- D. The candidate's personnel folder counts five percentage (5%) points of the total score. Personnel evaluations will not be included in the factoring process. Points will be awarded as follows:
  - 1. Commendations- Maximum of 1.25 points complied as follows:
    - .01 Commendatory Letter
    - .10 Unit of Meritorious Service Commendation
    - .20 Special Services Commendation
    - .30 Distinguished Service Commendation
    - .40 Medal of Valor
    - .50 Medal of Honor
  - 2. Education - Maximum of 2.5 points complied as follows:
    - .50 Associates Degree
    - 1.00 Bachelors Degree
    - 1.50 Masters Degree
    - 2.00 LLB Degree
    - 2.50 Doctorate
    - \*\* College or University must be listed in the accreditation database of the U.S. Department of Education's Office of Postsecondary Education.
  - 3. Discipline - Maximum of 1.25 point reduction as follows:
    - .10 Oral reprimand
    - .20 Letter of reprimand
    - .30 Loss of leave
    - .40 Loss of pay
    - .50 Suspension without pay
    - 1.00 Demotion

**VI. Scoring**

Human Resources will total the scores of the following factors in the calculation of the eligibility list:

- A. The written examination score counts fifty percentage (50%) points of the total score.
- B. The oral interview and/or assessment process will count forty percentage (40%) points of the total score.
- C. Seniority counts five percentage (5%) points of the final score with one point for every two years of service (additional months pro-rated). Seniority will be counted for a maximum of 10 years of service through the deadline date set for submitting applications for promotions.
- D. Personnel folder review will count five percentage (5%) points of the final score based on the scoring as described in Section V.

**VII. Eligibility Roster/List**

- A. An eligibility roster/list will be posted by the Commander of the Administrative Division after the test results have been compiled using a composite of the scores of all the categories listed in Section III of this policy. The list will contain each candidate's score for all phases of the promotional process as well as a total score.
- B. The Chief of Police will make his/her selection in accordance with the "Rule of Four." The "Rule of Four" requires the Police Chief to make such appointment from those applicants who place within the top or highest four positions on the eligibility list. When an applicant is so appointed, the Chief, to fill the next vacancy in the department, if any, from a list of applicants composed of the remaining and available three highest candidates on such list, plus the next or fifth highest scoring available applicant appearing on the eligibility list. All subsequent promotional appointments shall be made only in accordance with this procedure. If an applicant is eligible for promotion but is not skipped the Chief shall provide a written explanation to the applicant after being skipped three (3) times from the same eligibility list.
- C. The Annapolis Police Department does not fill promotional vacancies through lateral entries.

**VIII. Review and Appeal**

- A. Candidates may challenge specific questions or the promotional process to the Director of Human Resources. The challenge must be filed within ten (10) business days of the posting of the score of that portion of the process being challenged. Each challenge must be in writing and must set forth the nature of the challenge.
- B. Applicants may reapply for any new test when a new promotional process has been announced.

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Michael Pristoop  
Chief of Police

References: 1. Accreditation Standards 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6  
2. United Food and Commercial Worker Union, Local 400 Contract

**Revision:** This General Order replaces General Order N.2 dated November 2001.